



## Job Opportunity

Company	Global Trade Jobs
Job Title	Customs Broker Import & Export Data Clerk
Location	El Paso, TX / Remote
Salary Range	16.00 to \$21.00 Per Hour
Relocation Assistance	No

### **Job Description / Responsibilities / Requirements**

Depending on your location, this would start as a remote job and then moved to an office.

Welcome to our comprehensive guide on the role of an Import and Export Clerk—a critical position that serves as the backbone of international trade. This role requires a meticulous understanding of customs regulations, shipping logistics, and documentation processes. Import and Export Clerks are essential for maintaining the flow of commerce, minimizing delays, and ensuring compliance with international trade laws. Read on to discover what it takes to become an indispensable link in the global supply chain.

### **Import and Export Clerk Responsibilities & Duties**

- Prepare and process import and export documentation.
- Ensure compliance with customs regulations and trade laws.
- Coordinate with freight forwarders, shipping lines, and customs brokers.
- Track shipments and update records to reflect shipment status.
- Assist in resolving customs issues or discrepancies.
- Verify that all costs and tariffs are accounted for accurately.
- Communicate with stakeholders about the status of shipments.
- Provide excellent customer service to clients and suppliers.
- Monitor changes in regulations and policies affecting import and export operations.

### **Import and Export Clerk Qualifications & Skills**

- High school diploma or equivalent is required
- One year's experience in customs brokerage is required.
- Experience or Certification in international trade or logistics is preferable.
- Experience with customs brokerage.
- Proficiency in Spanish is a plus.
- Familiarity with Incoterms and trade agreements.
- Knowledge of international shipping software and systems.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Basic computer skills, including proficiency in Microsoft Office.
- Must pass a background check.

Apply:

<https://www.globaltradejobs.com/employment/custom-broker-import-export-data-clerk-listing-27835.aspx>

**Contact Information to Apply**